



ORCA is an e-Government initiative that was designed by the Integrated Acquisition Environment (IAE) to replace the paper based Representations and Certifications (Reps and Certs) process.

<http://www.bpn.gov>

Firms interested in architect-engineer contracts with the Federal government can also enter general qualifications required by Standard Form 330, Part II. Submission of the SF 330 Part II through ORCA is voluntary. For FAQ's regarding SF 330 Part II in ORCA

Who can see my records?

ORCA records are considered public information. Anyone with access to the Internet, that knows your DUNS number, can search the archives to view an ORCA record.

What is ORCA?

Please refer to the Acquisition.gov website for an explanation. http://www.acquisition.gov/faqs_whatism.cfm

Why was ORCA created?

Prior to ORCA, vendors were required to submit Reps and Certs for each individual large purchase contract award. Now, using ORCA, a contractor can enter their Reps and Certs information once for use on all Federal contracts. This site not only benefits the contractor by allowing them to maintain an accurate and complete record but also the Contracting Officer as they can view every record, including archives, with the click of a mouse.

Who needs to register in ORCA?

You must be registered in ORCA if the solicitation you are responding to requires that you have an active registration in CCR.

What is the difference between CCR and ORCA and why must I register in both systems?

Central Contractor Registration (CCR) is the primary vendor database for the U.S. Federal Government. Since October 1, 2003, it is federally mandated that any business wishing to do business with the federal government under a FAR-based contract must be registered in CCR before being awarded a contract. In addition, vendors must maintain their CCR records annually.

Online Representations and Certifications Application (ORCA) replaces most of the paper based Representations and Certifications (Reps and Certs) in Section K of solicitations with an Internet application. FAR 52.204-8 mandates the use of ORCA on or after January 1, 2005.

CCR and ORCA are complementary systems. ORCA reuses data pulled from CCR and pre-populates many of the required Representations and Certifications. Then, the vendor completes the remaining Reps and Certs with the understanding that with each solicitation they are certifying to current, accurate and complete information.

Where do I register?

ORCA is an on-line system that is located on the Internet. The ORCA site can be found by going to <http://www.bpn.gov> and clicking on "Online Reps and Certs Application" on the left side of the screen. If you do not have access to the Internet or feel you need extra Internet help please contact the Procurement Technical Assistance Center (PTAC) (www.dla.mil/db/procurem.htm) closest to you.

What information will I need to complete my ORCA registration?

Two items are needed prior to registration; (1) An active record in CCR, (2) An MPIN from that active CCR record. Visit www.ccr.gov to complete these tasks if you haven't already. More information about the questions asked in ORCA can be found in the ORCA Handbook.

What is an MPIN?

Please refer to the Acquisition.gov website for an explanation. http://www.acquisition.gov/faqs_whatismc.htm

Why is there a questionnaire?

The questionnaire is to help you gather information you need for the clauses. The questionnaire is not the official version. Be sure to read the clauses carefully.

How often do I fill out the questionnaire?

You need to update ORCA at least once a year. You can update or change your Reqs and Certs information whenever necessary and the 365 day clock will start over from the day of change.

Why does it say "NAICS code with exceptions. Vendor will provide information in Section K in the solicitation with specific offers to the Government" beside the NAICS codes?

When it says "NAICS code with exceptions. Vendor will provide information in Section K in the solicitation with specific offers to the Government" beside the NAICS code, that means you have identified NAICS codes with exceptions and there are multiple criteria to determine size standard. SBA cannot pass to ORCA the information of a determination of small business classification for the NAICS codes with exceptions. Therefore, you must provide the contracting officer in writing a response to Section K of the solicitation with the provision number, NAICS code, small business classification, and a short explanation.

Note: On March 23, 2007, the application was changed to reflect a "yes" or "no" response for all NAICS codes. Any record submitted on or after March 23, 2007 will reflect a "yes" or "no" for business size standards instead of the language used in the paragraph above. This includes NAICS with exceptions.

What does "ORCA Record has Expired" mean?

When a "current" search is performed in ORCA, the application may display that the "ORCA Record has Expired". That means that the vendor's record was valid for 365 days, but expired because the vendor did not update their record within the mandatory 365 day period. For example, if a Contracting Officer performs a "current search" today and sees that a vendor's record was valid from 03/10/2006 to 3/10/2007, the expiration notice will appear. If the Contracting Officer is reviewing a proposal that was received on 2/20/2007 or any other date within the certification validity date range, the Contracting Officer can still use the vendor's reqs and certs file in ORCA because it was valid at the time of proposal. If the proposal was submitted to the Contracting Officer on 3/15/2007, the reqs and certs file in ORCA is not valid because it is outside the ORCA certification validity timeframe. The vendor would need to recertify in ORCA or the vendor would have to provide the reqs and certs information directly to the Contracting Officer along with their proposal.

Why is no signature required when I submit my Reqs and Certs?

Formal certification of ORCA data occurs when a vendor signs a solicitation. At that time a vendor is certifying that data in ORCA is current, accurate, and complete.

What if I knowingly misrepresent my company with inaccurate information when completing the questionnaire and when submitting my Reqs and Certs?

Federal Acquisition Regulation (FAR) 4.1201 Policy, states "Prospective contractors shall update the representations and certifications submitted to ORCA as necessary, but at least annually, to ensure they are kept current, accurate, and complete."

Contractors may be subject to penalties if information submitted in ORCA is not "current, accurate, and complete".